eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
June 5, 2003

Opening:
A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 6/5/2003 in Richmond.

Present:

Debbie Adams, UVA (phone)	Cheryl Kimball, DOLI/DCR (phone)
Richard Brough, DSS	Andy Kmett, VCE (phone)
Chris Childress, DOLI (phone)	Joy Lazarus, DMHMRSAS (phone)
Martha Freeland, DMV (phone)	Parvin Mirshahi, DGS (phone)
Maria Hatcher, DGS	Jim Roberts, DMHMRSAS (phone)

A. Approval of Agenda

The informal agenda:
1 – Implementation Status
2 – New Work
3 – Agencies General Status
4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes were reviewed.

C. Issues

Open Issues

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.
Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.

   10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.

   11/14/02 – Waiting on AMS for official answer.

Closed Issues
No items closed at this session.

D. New Business

1. Implementation Status
Nothing to report.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

2.   New Work
      Nothing to report.

3.   Production Status
      DGS –
- The group was reminded again about the importance of providing data in the VENDORPARTNUMBER field on the requisition line, especially on orders going to Fisher Scientific. This is very important for punch-out vendors. Without this part number, the vendor must manually process the orders. Marion has been communicating with Fisher Scientific and the vendor has expressed several concerns with orders processed through the interface. Some of the concerns is prices sent on interface orders do not match their punch-out catalog prices. Prices quoted on the phone do not match their punch-out catalog prices. Fisher also expressed the need to have agency's Bill/Ship to addresses loaded in their system before orders can be accepted from agency. Marion and Maria will develop a process to provide this data to Fisher.

      VDOT –
- Representatives not present.

      DMAS –
- Representatives not present.

      DSS –
- Richard Brough reported "status quo". They are busy working on other projects and have not been focusing on modifications to the eVA interface. They still need to program change orders, cancellations, and attachments.
- Richard reported problem with vendor registered in eVA. He stated that a vendor that registered on Monday did not show up on the vendor 030 report until Wednesday. Also, Prod001 vendor report does not show vendor. Richard will send Maria more information to research. This delay caused an order for a very big amount to go into the DGS holding tank instead of the eMall.
- Richard would like to know when the next report card is scheduled to be sent to the agencies.

      DMME –
- Representatives not present.

      ABC –
- Representatives not present.

      DOLI –
- Cheryl Kimball reported she start testing change and cancel orders, but is still waiting on answers to policy questions before the design and programming can be completed.
- Cheryl reported a comment on a test order appeared on the requisition header instead of a requisition line as intended. Maria asked her to send her information on the PO for research.

      DEQ –
- Representatives not present.

      DCR –
- Cheryl Kimball reported "status quo".   Still waiting on DCR to test changes/cancel orders.

      VATECH –
- Representatives not present.

      UVA -
- Debbie Adams report that she continues to work on attachments.

      VCU -
- Representatives not present.

      DMHMRSAS–

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- Jim Roberts reported that they are making good progress in Petersburg. They are officially live in production. They still have attachments to test, might send a test file tomorrow.
- Jim sent information to vendor to program for cancellations. This was overlooked.
- Jim stated that they will start working in Williamsburg area to go live with the interface at the end of July. He hopes to start working on their interface by the end of June.

JMU –
- Representatives not present.

4. Agency General Status

VCE –
- Andy Kmett had nothing new to report. Still have more testing to do.
- The agency continues working on cleaning their vendor file.
- The purchasing group is entering commodity codes into their system. It will probably take a couple of weeks to complete that work.

ODU –
- Representatives not present.

DMV –
- Martha Freeland reported that they are live with Oracle 11i. Just need to do some clean-up. She anticipates being live with the interface by mid July the very latest.

8. Policy Questions
No new questions.

The next weekly interface meeting will be held on Thursday, June 12, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

    05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load "holding tank" data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

2. Debbie Adams would like to know what other interfaces are on schedule and the timeline. (Marion Lancaster)

    05/29/2003 Responses to the Interface Survey are due May 30. The survey results will be analyzed to determine which interfaces are desired so the work can be scheduled.

Closed Action Items

No actions items closed at this session.

Prepared by Maria Hatcher

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